

**EFFECTIVE**

September 1, 2010.

**Subject**

1. Obsolete items.
2. New items.

**1) OBSOLETE ITEMS**

The following items have been end dated from the Reference Forms and Publications Manual:

- RFF 343, Client Service Record.
- RFF 644, CDC Provider File Case REading Form.
- RFF 712, CDC Need Hours Worksheet.
- RFF 859, Domestic Violence Waivers Informational Brochure.
- RFF 1630, LOA2 Staff Profile Information.
- RFF 3720, Automated Social Services Information (ASSIST) and Support System Enrollment.
- RFF 4109, Attendance Report.
- RFF 4688, LOA Child Day Care Worksheet.
- RFF 4690, Child Development and Care Client Certificate/Notice.
- RFF 4795, CDC Client Recoupments Worksheet.
- RFF 836, 4 Steps To Choosing Quality Child Care.

The following items have been end dated from the Reference Tables Manual:

- RFT 293, STSM transactions.
- RFT 294, CIMS formats.

**2) NEW ITEMS**

The following new items have been added to the Reference Table Manual:

- RFT 100, Numerical County/District Zip Codes.

- RFT 101, Alpha County/District Zip Codes.

The following new items have been added to the Reference Forms and Publications Manual:

- RFF 382, Indian Outreach Services Referral.
- RFF 383, Indian Outreach Services Contact Log.
- RFF 384, Indian Outreach Services Packet Cover.
- RFF 1802, Referral for Child Support Service.

*Reason:* To update forms, publications and tables to match policy.

### Historical Policy

Historical forms, publications and tables will be available under prior policy versions. To view the items historically, change the Effective Date in the Open/Jump/Search menu.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**

**Added Items ...**

**RFF 382  
RFF 383  
RFF 384  
RFF 1082  
RFT 100  
RFT 101**

**Deleted Items ...**

**RFF 343  
RFF 644  
RFF 712  
RFF 859  
RFF 1630  
RFF 3720  
RFF 4109  
RFF 4688  
RFF 4690  
RFF 4795  
RFF PUB836  
RFT 293  
RFT 294**